

**City of Williamsburg**Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 7/7/2003	EMS 7/7/2003	EMS 9/9/2008	DGC 9/9/2008

1 of 2

Revision no. 4

**Work Instruction Procedure****WIP 6-1 Scrapmetal Recycling Procedure**

---

*This is a printed copy of the original and will not be kept up-to-date.*

<b>Persons responsible:</b>	<b>ROBINS, JASON</b>	<b>COOPER, LEE</b>	<b>Reeser, Paul</b>	<b>WALKER, GEORGE</b>
<b>Areas of application:</b>	Department of Public Works and Utilities Shop Complex			

**Date of issue:** 9/9/2008**Effective until date:** 9/9/2009**Warning!**

The information in this document may be out of date and should be reviewed.

**Document location:****Distribution list:****Current revision no.:** 4**Revision schedule**

Rev. no.	Date	Description
1	11/8/2005	added oil and fuel filters to 5.2
2	7/18/2006	changed 2.1 to read scrapmetal; 5.2 removed fuel filters; 5.4 added "taken to designated recycling area"
3	9/12/2006	added 3.1.1; 3.2.1; 6.2
4	9/9/2008	amended 3.2.1

---

**Worksheet index****1.0 Purpose****2.0 Scoope****3.0 Responsibilities****4.0 Definitions****5.0 Process****6.0 References/Related Documents**

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 7/7/2003	EMS 7/7/2003	EMS 9/9/2008	DGC 9/9/2008

2 of 2

# WIP 6-1 Scrapmetal Recycling Procedure

---

## 1.0 Purpose

- 1.1 The purpose of this Work Instruction Procedure (WIP) is to outline the proper method for recycling Scrapmetal.

## 2.0 Scoope

- 2.1 This WIP applies to all Department of Public Works and Utilities Shop Complex personnel. The EMS Team monitors the quantity of scrapmetal recycled as an environmental aspect for the City of Williamsburg Department of Public Works and Utilities Shop Complex.

## 3.0 Responsibilities

- 3.1 The EMS Team
  - 3.1.1 Is responsible for managing the recycling program. This includes training, monitoring, record keeping and assigning, as need, personnel to assist in the recycling efforts.
- 3.2 Department of Public Works and Utilities Personnel
  - 3.2.1 Are responsible to participate in the recycling effort.

## 4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 EMS Related Definitions

## 5.0 Process

- 5.1 Only ferrous metals may be recycled (metal that attracts a magnet)
- 5.2 Any fluids must be drained in accordance with proper disposal procedure. Oil filters may be treated as scrapmetal once they have been drained and crushed.
- 5.3 Appliances containing freon are not considered scrap-metal and are not to be placed with recyclable materials
- 5.4 Small metal materials (nuts, bolts, etc.) shall be collected in proper containers in each shop until taken to designated recycling area.
- 5.5 All scrap-metal will be stored in designated area until collected for recycling.
- 5.6 All material will be taken to authorized recycling center.

## 6.0 References/Related Documents

- 6.1 Recycling Reciepts
- 6.2 Environmental Management Programs in Records Registry